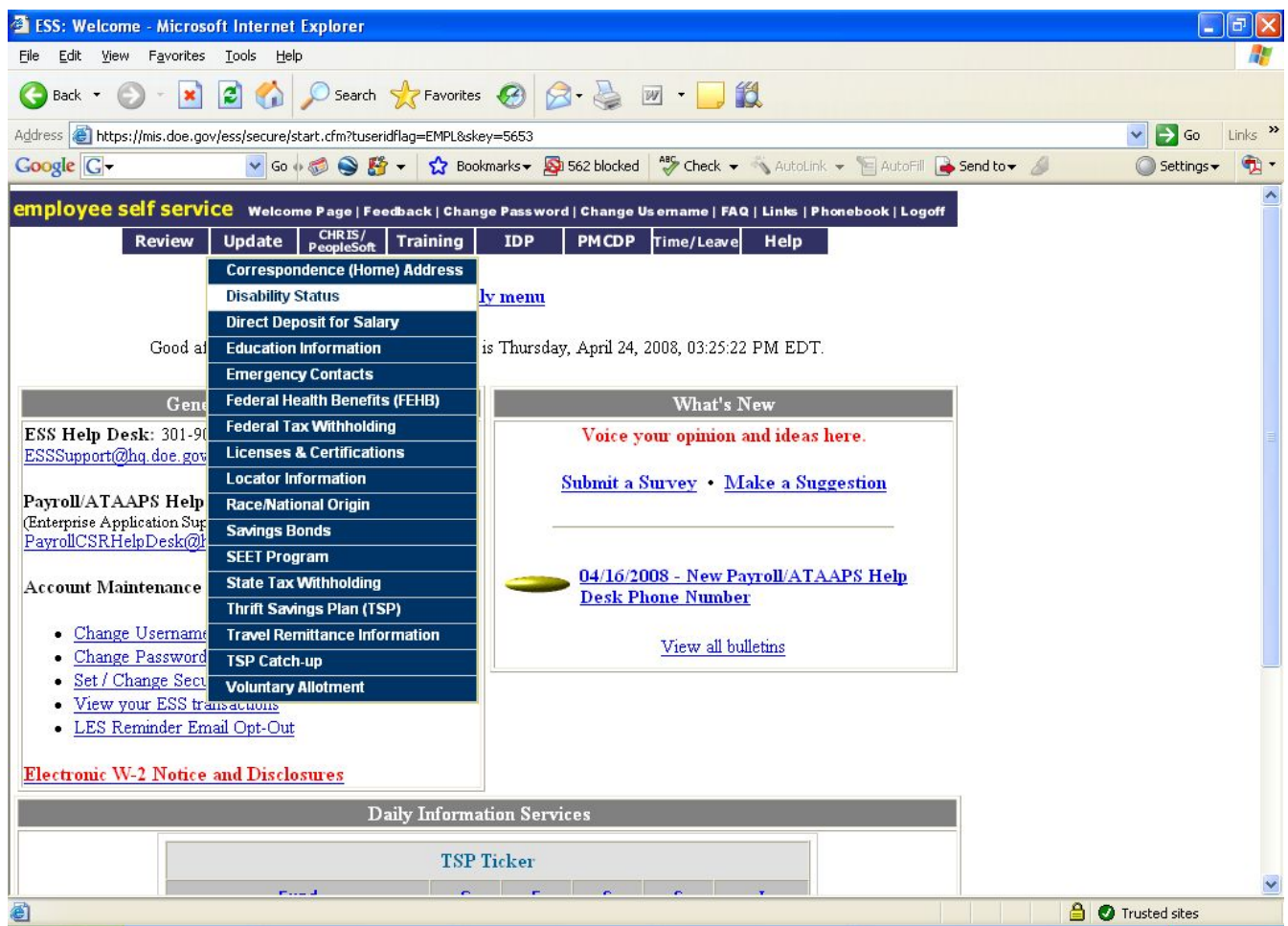


Maintaining current information in your Human Resources record is essential. You have the ability to update all of the information listed on the dark blue drop down menu shown in the screen shot below by accessing the Employee Self Service (ESS) feature of the Corporate Human Resources Information System (CHRIS).

As you consider whether updates are necessary in any of the categories listed below, please assure that you review both the Emergency Contacts and Disability Status sections to determine whether the existing information is accurate and up-to-date. It is critical to have the ability to reach a personal contact for each employee in the event of an emergency. Further, in order to properly plan for specific accommodations that may be necessary if an emergency occurs (e.g., assistance in exiting the building, etc.), up-to-date disability status information is needed for all employees.



You can access ESS at <https://mis.doe.gov/ess>. From the login screen, follow the instructions below to add or update information:

- Input your CHRIS Employee ID and your Password and click **Authenticate Me**. (If you do not have an ID and password, click on **Click Here** in the gray box on the right side of your screen and follow the online directions.)

- On the top left side of the screen, click the ***Update*** button. From the drop down menu, click on each category that you wish to review and/or update.
- Follow the online directions to change, delete, or add information.
- Click ***Submit*** after changing, deleting, or adding information.
- Click ***Done*** after reviewing changes submitted successfully.

This entire process should only take a few minutes if you already have an ID and Password. Reviewing your record will enable you to confirm its accuracy and will prove invaluable in the event of an emergency. If you have questions about ESS or need assistance updating your information, please contact your Human Resources Specialist.